

DEPARTMENT OF HEALTH & HUMAN SERVICES

Administration for Children and Families

Administration for Developmental Disabilities

Funding Opportunity Title: National Training Initiatives on Critical and Emerging Needs

Announcement Type: Initial

Funding Opportunity Number: HHS-2005-ACF-ADD-DD-0081

CFDA Number: 93.632

Due Date for Letter of Intent or Preapplications: Letter of Intent is due **June 27, 2005.**

Due Date for Applications: Application is due **July 11, 2005.**

Executive Summary:

The Administration on Developmental Disabilities (ADD) in the Administration for Children and Families (ACF), the U.S. Department of Health and Human Services (DHHS) announces the availability of fiscal year 2005 funds to award a supplemental grant to at least one University Center for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD) to pay for the Federal share of the cost of a training initiative on a critical and emerging need of individuals with developmental disabilities and their families. After consulting with relevant, informed sources, including individuals with developmental disabilities and their families, ADD identified the lack of collaboration and participation in the development of research projects as the unmet need facing individuals with developmental disabilities and their families to be addressed by this funding announcement.

This funding opportunity will support one national training initiative that will strengthen and expand the inclusion of people with developmental disabilities and their family members in participatory action research projects at UCEDDs. This program announcement contains instructions for the submission of the fiscal year 2005 grant applications for the national training initiative.

I. Funding Opportunity Description

Legislative Authority

The Administration on Developmental Disabilities (ADD) in the Administration for Children and Families (ACF), Department of Health and Human Services (DHHS) shares common goals with other ACF programs that promote the economic and social well-being of families, children, individuals, and communities. ACF and ADD envision:

- Families and individuals empowered to increase their own economic independence and productivity;
- Strong, healthy, supportive communities having a positive impact on the quality of life and the development of children;
- Partnerships with individuals, front-line service providers, communities, States, and Congress that enable solutions which transcend traditional agency boundaries;
- Services planned and integrated to improve access to programs and supports for individuals and families;
- A community-based approach that recognizes and expands on the resources and benefits of diversity; and
- A recognition of the power and effectiveness of public-private partnerships, including collaboration among a variety of community groups and government agencies, such as a coalition of faith-based organizations, grassroots groups, families, and public agencies to address a community need.

The vision, listed above, will enable more individuals, including people with developmental disabilities, to live productive and independent lives integrated into their communities.

ADD is the lead agency in ACF, DHHS for administering the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. 15001, et seq.). The DD Act of 2000 authorizes support and assistance to States, public agencies, and private non-profit organizations, including faith-based and community organizations, to assure that individuals with developmental disabilities and their families participate in the design of, and have access to, culturally competent services, supports, and other assistance and opportunities that promote independence, productivity, integration, and inclusion into the community.

As defined in the DD Act of 2000, the term "developmental disabilities" means a severe, chronic disability of an individual that is attributable to a mental or physical impairment or combination of mental and physical impairments that is manifested before the individual attains age 22 and is likely to continue indefinitely. Developmental disabilities result in substantial limitations in three or more of the following functional areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and capacity for economic self-sufficiency.

The DD Act of 2000 identifies a number of significant findings, including:

- Disability is a natural part of the human experience that does not diminish the right of individuals with developmental disabilities to enjoy the opportunity for independence, productivity, integration, and inclusion into the community.
- Individuals whose disabilities occur during their developmental period frequently have severe disabilities that are likely to continue indefinitely.
- Individuals with developmental disabilities often require lifelong specialized services and assistance, provided in a coordinated and culturally competent manner by many agencies, professionals, advocates, community representatives, and others to eliminate barriers and to meet the needs of such individuals and their families.

The DD Act of 2000 also promotes the best practices and policies presented below:

- Individuals with developmental disabilities, including those with the most severe developmental disabilities, are capable of achieving independence, productivity, integration, and inclusion into the community, and often require the provision of services, supports, and other assistance to achieve such.
- Individuals with developmental disabilities have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged, and any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the individual.
- Individuals with developmental disabilities and their families are the primary decision makers regarding the services and support such individuals and their families receive, and play decision making roles in policies and programs that affect the lives of such individuals and their families.

Toward these ends, ADD seeks to support and accomplish the following:

- Enhance the capabilities of families in assisting individuals with developmental disabilities to achieve their maximum potential;
- Support the increasing ability of individuals with developmental disabilities to exercise greater choice and self-determination and to engage in leadership activities in their communities;
- Ensure the protection of individuals with developmental disabilities' legal and human rights;
- Ensure that individuals with developmental disabilities from ethnically, culturally, and linguistically diverse backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families; and

There are four programs funded under the DD Act of 2000:

- State Developmental Disabilities Councils;
- State Protection and Advocacy Systems for Individuals with Developmental Disabilities' Rights;
- National Network of University Centers for Excellence in Developmental Disabilities, Education, Research, and Service; and
- Projects of National Significance.

Under the University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD) program, ADD can award available funds to UCEDDs for national training initiatives.

National Training Initiative

The purpose of this notice is to announce the availability of funds for supplemental grants to UCEDDs to pay for the Federal share of the cost of national training initiatives on critical and emerging needs of individuals with developmental disabilities and their families. Funds made available under this notice will support at least one national training initiative. This program announcement contains instructions for the submission of the fiscal year 2005 grant applications for the national training initiative.

Priority Area 1:

National Training Initiative on Critical and Emerging Needs

1. Description:

Below are instructions for the submission of fiscal year 2005 grant applications for the operation and administration of at least one national training initiative. This funding opportunity is a supplemental grant to at least one entity designated as a UCEDD for a national training initiative on a critical and emerging need of individuals with developmental disabilities and their families. After consulting with relevant, informed sources, including individuals with developmental disabilities and their families, ADD identified the lack of collaboration and participation in the development of research projects as the unmet need facing individuals with developmental disabilities and their families to be addressed by this funding announcement. The focus of the national training initiative will be on strengthening and expanding the inclusion of individuals with developmental disabilities and their families in the design and implementation of participatory action research projects at UCEDDs.

There is a heightened interest among individuals with developmental disabilities and families with regard to the research carried out by the UCEDDs. UCEDD research activities inform the field about a variety of issues impacting people with developmental disabilities and their families. Translating newly gained knowledge into practical and sustainable solutions is a key part of the research process. The transformation of research findings into practice becomes meaningful when the research is conducted in a way that is truly participatory and relevant to the needs of people with developmental disabilities and their families.

Traditional research methods are often times viewed as a process that alienates the people who are being studied. Researchers come into a setting, gather the data, and depart without following up with the people who comprised the sample for the study. Traditional research is typically developed in isolation where the study's problem, purpose, and questions are informed by previous research findings. In general, the research design is generated without input from the stakeholders who are recipients of the research, thereby creating a potential gap between the research and its relevance in practice.

As an alternative to traditional methods, participatory action research is an approach in which researchers and stakeholders (those individuals who might benefit from the research findings) collaboratively engage in various stages of the research process, including the establishment of research questions, collection of data, implementation of interventions, validation and interpretation of the outcomes, and the dissemination of results. The participatory action research process ideally includes reciprocal sharing among all participants of perspectives, knowledge, wisdom, experience, and expertise. In doing so, it provides for greater influence of stakeholders in the research process because they collaboratively make decisions, which leads to investigations that are more meaningful to them.

Because it is inclusive of the population studied, participatory action research provides practical solutions to study participants, thereby reducing the gap between research and practice. The process of participatory action research helps researchers and stakeholders address issues related to the implementation of innovations, which increases the likelihood of adoption of new practices that are sustainable over time. Thus, participatory action research is outcome-oriented and viewed as a potential agent for social change.

Participatory action research offers a method that can lead to enhanced outcomes for people with developmental disabilities and their families. While some UCEDDs report engaging in participatory action research activities, there is a need to strengthen and expand current efforts. Training must be provided to UCEDDs, individuals with developmental disabilities, and family members so that the latter two are welcomed as active research participants in meaningful and useful ways.

This funding announcement will support a national training initiative that is designed to develop a training model to support the inclusion of people with developmental disabilities and family members in participatory action research projects conducted by UCEDDs. The project funded under this announcement must address at least one, if not both, of the following areas:

- The training needs of university-based professionals through the development of instructional modules that outline the principles of participatory action research and methods and strategies for meaningfully engaging the full participation of people with developmental disabilities and family members in the entire research process (development, implementation, analysis, and dissemination).
- The training needs of people with developmental disabilities and family members to meaningfully engage in participatory action research projects through the development of instructional modules that review methods for developing research studies, gathering data, summarizing findings, and disseminating new knowledge to the field.

The application for funding must describe a one-year plan that outlines the projected goal(s) for a national training initiative that will strengthen and expand the inclusion of

people with developmental disabilities and their families in participatory action research projects at UCEDDs. The plan must provide a sound and workable proposal for developing training modules, including materials and methods that will be used to further develop the UCEDD research program to include people with developmental disabilities and family members in the research process. The plan must include a description of the following elements:

- Methods for testing the validity and reliability of the training modules.
- How people with developmental disabilities, family members, and representatives from UCEDDs will be involved in the project plan.
- Plans for disseminating information to strengthen and expand participatory action research activities at all UCEDDs in the national network.

II. Award Information

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$65,000
Anticipated Number of Awards:	0 to 1
Ceiling on Amount of Individual Awards Per Project Period:	\$65,000
Floor on Amount of Individual Awards Per Project Period:	\$65,000
Average Projected Award Amount Per Project Period:	\$65,000
Length of Project Periods:	12 month project and budget period

III. Eligibility Information

1. Eligible Applicants:

Others (See Additional Information on Eligibility below.)

Additional Information on Eligibility:

Eligible applicants are those designated as University Centers for Excellence in

Developmental Disabilities (UCEDDs).

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) specifies which entities are eligible under this funding opportunity. Subtitle D of the DD Act of 2000, Sections 151(b) and 153(b) authorizes grants to pay for the Federal share of the costs of National Training Initiatives on Critical and Emerging Needs to entities designated as UCEDDs. Language in these provisions of Subtitle D of the DD Act of 2000 identifies to ADD the type of applicant eligible under this grant program, thereby limiting the competition specifically to entities designated as UCEDDs.

Currently, there are 61 entities designated as UCEDDs that provide interdisciplinary training, community service and technical assistance, research, and information dissemination. This notice applies to these 61 UCEDDs that are designated as UCEDDs in their respective State and existed during the preceding fiscal year.

2. Cost Sharing/Matching:

Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Section 154(d)(1). Grantees must provide at least 25% of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved cost of \$86,667, requesting \$65,000 in ACF funds, must provide a non-Federal share of at least \$21,667 (25% of total approved project cost of \$86,667.) Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal funds. Lack of supporting documentation at the time of application will not impact the responsiveness of the application for competitive review.

3. Other

All applicants must have a Dun & Bradstreet number. On June 27, 2003 the Office of Management and Budget published in the Federal Register a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a Dun & Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (www.Grants.gov). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms," "Survey for Private, Non-Profit Grant Applicants," titled, "Survey on Ensuring Equal Opportunity for Applicants," at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be considered non-responsive and will not be eligible for funding under this announcement.

Any application received after 4:30 p.m., eastern time, on the deadline date will not be considered for competition.

IV. Application and Submission Information

1. Address to Request Application Package:

Jennifer Johnson, Ed.D.
Office of Operations and Discretionary Grants
Administration on Developmental Disabilities
Administration for Children and Families
Mail Stop: HHH 405-D
370 L'Enfant Promenade, SW.
Washington, DC 20447
Phone: 202-690-5982
Fax: 202-205-8037
Email: jjohnson1@acf.hhs.gov

2. Content and Form of Application Submission:

Letter of Intent

In submitting a letter of intent, applicants are asked to remit a post card or letter with a statement indicating that they intend to apply and the following information:

Funding opportunity number
Organizational name
Point of contact
Organizational address
Phone number
Fax number

E-mail address

Letters of intent can be sent to:

Jennifer Johnson, Ed.D.
Program Specialist
Office of Operations and Discretionary Grants
Administration on Developmental Disabilities
Administration for Children and Families
Mail Stop: HHH 405-D
370 L'Enfant Promenade, SW.
Washington, DC 20447
Phone: 202-690-5982
Fax: 202-205-8037
E-mail: jjohnson1@acf.hhs.gov

Letter of intent information will be used to determine the number of reviewers necessary to complete the panel review process. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review based on non-responsiveness.

Format

The application must not exceed **40** double-spaced, numbered, typed pages including an abstract and a table of contents. Any application which exceeds the page limit requirement will have the additional pages removed from the application prior to the review. The type must not be smaller than 12 pitch or a point size of 12.

Appendix

Applications may be accompanied by an Appendix. The Appendix must not exceed **40** pages. Supplementary material, intended to provide examples of activities, may be included in the Appendix for reviewers but shall adhere to the page limit requirement. The Appendix must be included with the original and the two copies of the application.

Budget

For a description of budget requirements, please see Section V.1. of this announcement.

Checklist for a Complete Application

The checklist below is for your use to ensure that your application package has been properly prepared.

___ One original, signed and dated application, plus two copies

___ Application is from an organization that is eligible under the eligibility requirements, defined in the Priority Area description

___ Application length does not exceed 40 pages

A complete application has the following items in the order listed:

___ Application for Federal Assistance (SF 424)

___ A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424 if applicable

___ Budget Information Non-Construction Programs (SF 424A)

___ Budget justification for Section B Budget Categories

___ Table of Contents

___ Letter from the Internal Revenue Service, etc. to prove non profit status, if necessary

___ Copy of the applicant's approved indirect cost rate agreement, if appropriate (when charging indirect costs to Federal funds or when using indirect costs as a matching share)

___ Project Description

___ Letter(s) of commitment verifying non-Federal cost share

___ Any appendices/attachments (not to exceed 40 pages)

___ Assurances Non-Construction Programs (Standard Form 424B)

___ Certification Regarding Lobbying (SF-LLL)

___ Certification regarding Environmental Tobacco Smoke, signature on the application represents certification.

___ Voluntary Survey for Private, Non-Profit Grant Applicants

Please see Section V. for instructions on preparing the project summary/abstract and the full project description.

You may submit your application to us in either electronic or paper format.

To submit an application electronically, please use the <http://www.Grants.gov/Apply> site and search on Funding Opportunity Number: HHS-2005-ACF-ADD-DD-0081. If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via email or facsimile transmission.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary but strongly encouraged.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.
- We recommend you visit Grants.gov at least 30 days prior to filing your application to fully understand the process and requirements. We encourage applicants who submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still send in a hard copy overnight. If you encounter difficulties, please contact the Grants.gov Help Desk at 1-800-518-4276 to report the problem and obtain assistance with the system.
- To use Grants.gov, you, as the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.
- You may submit all documents electronically, including all information typically included on the SF 424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. The Administration for Children and Families will retrieve your application from Grants.gov.
- We may request that you provide original signatures on forms at a later date.
- You may access the electronic application for this program on www.Grants.gov
- You must search for the downloadable application package by the CFDA number.

Applicants that are submitting their application in paper format should submit an original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be submitted unbound.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms," "Survey for Private, Non-Profit Grant Applicants," titled, "Survey on Ensuring Equal Opportunity for Applicants," at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Standard Forms and Certifications:

The project description should include all the information requirements described in the specific evaluation criteria outlined in the program announcement under *Section V* Application Review Information. In addition to the project description, the applicant needs to complete all the standard forms required for making applications for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF-424A, Budget Information--Non-Construction

Programs; SF-424B, Assurances--Non-Construction Programs. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the Standard Form LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their applications. Applicants must sign and return the certification with their application.

Applicants must also understand they will be held accountable for the smoking prohibition included within P.L. 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the Federal Register notice which implements the smoking prohibition is included with the forms. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the applications, applicants are providing the certification and need not mail back the certification form. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*. Please see *Section V.I*, for instructions on preparing the full project description.

3. Submission Dates and Times:

Due Date for Letter of Intent: **June 27, 2005.**

Due Date for Applications: **July 11, 2005.**

Explanation of Due Dates:

The closing time and date for receipt of applications is referenced above. Applications received after 4:30 p.m. eastern time on the closing date will be classified as late.

Deadline: Applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date referenced in *Section IV.6*. Applicants are responsible for ensuring applications are mailed or submitted electronically well in advance of the application due date.

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

ACF cannot accommodate transmission of applications by facsimile. Therefore, applications transmitted to ACF by fax will not be accepted regardless of date or time of submission and time of receipt.

Late Applications: Applications that do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

Any application received after 4:30 p.m. eastern time on the deadline date will not be considered for competition.

Applicants using express/overnight mail services should allow two working days prior to the deadline date for receipt of applications. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. However, applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Extension of deadlines: ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mail service, or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Checklist:

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	June 27, 2005.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget	See	Found in Sections IV.2 and V	By

Narrative/Justification	Sections IV.2 and V		application due date.
SF424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Assurances	See Section IV.2		By date of award.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
SF424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Letters of Support	See Section V.	Found in Section V.	By application due date
Dissemination Plan	See Section V.	Found in Section V.	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
Indirect Cost Rate Agreement	See Section V.	Found in Section V.	By date of award.

Additional Forms:

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms," "Survey for Private, Non-Profit Grant Applicants," titled, "Survey on Ensuring Equal Opportunity for Applicants," at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Location	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	Found in http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

STATE SINGLE POINT OF CONTACT (SPOC)

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of October 1, 2004, the following jurisdictions have elected to participate in the Executive Order process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New Mexico, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, North Mariana Islands, Puerto Rico, and Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these

jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to E.O. 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in E.O. 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and/or purchase of real property are not allowable activities or expenses under this announcement.

6. Other Submission Requirements:

Submission by Mail: An applicant must provide an original application with all attachments, signed by an authorized representative and two copies. Please see *Section IV.3* for an explanation of due dates. Applications should be mailed to:

Attention: Tim Chappelle
Office of Grants Management
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade SW.
Mail-stop: 8th Floor
Washington, DC 20447

Hand Delivery: An applicant must provide an original application with all attachments signed by an authorized representative and two copies. The application must be received at the address below by 4:30 p.m. eastern time on or before the closing date. Applications that are hand delivered will be accepted between the hours of 8:00 a.m. to 4:30 p.m. eastern time, Monday through Friday. Applications should be delivered to:

Attention: Tim Chappelle
Office of Grants Management
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade SW.
8th Floor
Washington , DC 20447

Electronic Submission: <http://www.Grants.gov> Please see *Section IV.2* for guidelines and requirements when submitting applications electronically.

V. Application Review Information

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 80 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 4/30/2007. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

The following are instructions and guidelines on how to prepare the “project summary/abstract” and “Full Project Description” sections of the application. Under the evaluation criteria section, note that each criterion is preceded by the generic evaluation requirement under the ACF Uniform Project Description (UPD).

PART I - THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing your project description, information responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

INTRODUCTION

Applicants required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what your project description should include while the evaluation criteria identifies the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (a page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived, which may include outcomes related to the training resources available to UCEDDs that will enhance their capacity to include people with developmental disabilities and their families in participatory action research projects.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list

them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

List organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities on the project's effectiveness.

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. If the applicant is a non-profit organization, submit proof of non-profit status in its application.

The non-profit agency can accomplish this by providing: a) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate, c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status, e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

DISSEMINATION PLAN

Provide a plan for distributing reports and other project outputs to colleagues and the public. Applicants must provide a description of the kind, volume and timing of distribution.

LETTERS OF SUPPORT

Provide statements from community, public and commercial leaders that support the project proposed for funding. All submissions should be included in the application OR by application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. Also include a breakout by the funding sources identified in Block 15 of the SF-424. Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000).

Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

Evaluation Criteria:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

OBJECTIVES AND NEED FOR ASSISTANCE

25 points

Applications will be evaluated according to the extent to which the applicant demonstrates a thorough understanding and analysis of the problem(s) being addressed in the project; documents the need for assistance, and the importance of addressing these problems in the area(s) to be addressed by the proposed project; outlines goals and objectives directly related to the development of training modules that will focus on the inclusion of people with developmental disabilities and their families in participatory action research projects; provides any supporting documentation and relevant data based on research or planning studies, and maps and other graphical aids.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

15 Points

Clearly identifies the need for assistance, describes the significant features and components of the program, clearly states the goals and subordinate objectives of the project, and provides a rationale for project goals directly related to the training initiative.

5 Points

Provides evidence of input from consumers.

5 Points

Provides relevant data based on research and/or planning studies.

APPROACH

25 points

The applications will be evaluated according to the extent to which the applicant outlines a sound, workable, and detailed plan of action pertaining to the goals and objectives of the proposed project and the proposed approach; identifies activities in chronological order, with target dates for accomplishment and the key personnel responsible for completing the activity; clearly identifies the plan of action and delineates the roles and involvement of each of the proposed project's partners, collaborators, and/or sub-grantees.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

10 Points

Provides evidence of a well developed one-year work plan that includes a clear description of the scope and detail of the proposed work. Includes reference to a list of measurable and attainable goals and provides quantitative projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be trained and the number of activities to be accomplished. Provides chronological order of approach with target dates.

10 Points

Identifies innovative design and methods for working towards the inclusion of people with developmental disabilities and their families in action research projects.

5 Points

Describes methods for addressing the needs of individuals from culturally and linguistically diverse populations.

EVALUATION

15 points

The application will be evaluated according to the extent to which the applicant provides a narrative outlining how project results will be evaluated; states methods for measuring the extent to which project goals have been achieved; discusses the criteria to be used to evaluate results; explains the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved; with respect to the conduct of the project, defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented; and discusses the impact of the project's various activities on the project's effectiveness.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

5 Points

Provides a detailed narrative outlining how project results will be evaluated, states methods for measuring the extent to which project goals have been achieved, and discusses the criteria to be used to evaluate results.

5 Points

Explains the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved.

5 Points

With respect to the conduct of the project, defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discusses the impact of the project's various activities on the project's effectiveness.

DISSEMINATION PLAN

10 points

The applications will be evaluated according to the extent to which the applicant describes the plan for distributing project outputs, including training modules to colleagues in the UCEDD network and general public. Included must be a description of the kind, volume, and timing of the distribution. Applicants must also describe how the materials made available and distributed will be accessible in multiple formats.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

5 Points

Describes methods for distributing materials to colleagues in the UCEDD Network and general public.

5 Points

Describes plans for ensuring the material disseminated is available in alternate formats.

STAFF AND POSITION DATA

10 points

The applications will be evaluated according to the extent to which the applicant provides a biographical sketch and job description for each key person appointed; job descriptions for each vacant key position; methods for recruiting and maintaining key staff.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

4 Points

Provides biographical sketches of key staff.

4 Points

Provides job descriptions for each key person appointed or to be appointed.

2 Points

Details methods for the recruitment and retention of key staff.

BUDGET AND BUDGET JUSTIFICATION

5 points

The applications will be evaluated according to the extent to which the applicant provides a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 15 of the SF-424; a narrative budget justification that describes how the categorical costs are derived; and discusses the necessity, reasonableness, and allocability of the proposed costs.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

2 Points

Provides a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 15 of the SF-424

2 Points

Provides a narrative budget justification that describes how the categorical costs are derived.

1 Point

Discusses the necessity, reasonableness, and allocability of the proposed costs.

RESULTS OR BENEFITS EXPECTED

5 points

The applications will be evaluated according to the extent to which the applicant identifies the results and benefits to be derived from the project. Results and benefits may be described in terms of expectations for members of the UCEDD network, people with developmental disabilities, family members, or all of these groups.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

5 Points

Identifies the results and benefits to be derived.

ORGANIZATIONAL PROFILES

5 points

The applications will be evaluated according to the extent to which the applicant identifies the project director/principal investigator and key project staff; includes qualifications of project staff who will be carrying out project activities. Applications should include a description of the experience of the organization that demonstrates the applicant's ability to effectively and efficiently administer this project. The application must describe the relationship between this project and other work that is planned, anticipated, or currently under way by the applicant. An organizational chart should be included.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

3 Points

Identifies the background and experience of key staff members.

2 Points

Assures compliance with the required affirmative action to employ and advance in employment qualified individuals with disabilities.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Since ACF will be using non-Federal reviewers in the process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget and Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

Approved but Unfunded Applications

Applications that are approved, but unfunded, may be held over for funding in the next funding cycle pending the availability of funds for a period not to exceed one year.

VI. Award Administration Information

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided if applicable, and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this Family Support Initiative 2005 program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this Program. Regulations pertaining to the Equal Treatment For Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at either 45 C.F.R. 87.1 or the HHS website at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf> .

3. Reporting Requirements:

Program Progress Reports: Quarterly
Financial Reports: Semi-Annually

Grantees will be required to submit program progress and financial reports (SF 269) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. In addition, final programmatic and financial reports are due 90 days after the close of the project period.

VII. Agency Contacts

Program Office Contact:

Jennifer Johnson, Ed.D.
Office of Operations and Discretionary Grants
Administration on Developmental Disabilities
Administration for Children and Families
Mail Stop: HHH 405-D
370 L'Enfant Promenade, SW.
Washington, DC 20447
Phone: 202-690-5982
Fax: 202-205-8037
Email: jjohnsonl@acf.hhs.gov

Grants Management Office Contact:

Tim Chappelle, Grants Officer
Office of Grants Management
Administration for Children and Families
370 L' Enfant Promenade, SW.
Mail Stop: 8th Floor West
Washington, DC 20447
Phone: 202-404-2344
Fax: 202-205-8436
Email: tichappelle@acf.hhs.gov

VIII. Other Information

NOTICE: *Beginning with FY 2006, the Administration for Children and Families (ACF) will no longer publish grant announcements in the Federal Register. Beginning October 1, 2005, applicants will be able to find a synopsis of all ACF grant opportunities and apply electronically for opportunities via: www.Grants.gov. Applicants will also be able to find the complete text of all ACF grant announcements on the ACF website located at: <http://www.acf.hhs.gov/grants/index.html>.*

Please reference *Section IV.3* for details about acknowledgement of received applications.

Date: _____

Patricia A. Morrissey
Commissioner
Administration on Developmental Disabilities